



December 14, 2007

This edition of the COD Processing Update will remain on the [COD Web site](#) until a new edition is posted. We will notify schools via a COD Web Message when a new edition has been posted.

ACG, National SMART Grant, and Pell Grant Programs

COD News

Overlapping Service Outages Planned for December 12-17, 2007 (12/12/07)

During the period December 12-17, 2007, several system implementation and maintenance activities will occur. In [a December 12, 2007 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#), Federal Student Aid consolidates the information about the affected systems and Web sites into one communication. The information is presented in the Electronic Announcement and in this item in the following order:

- Implementation of G5 Phase I – December 12-17, 2007
- Unavailability of Direct Loan Electronic Master Promissory Note Web Site – December 14-17, 2007
- Unavailability of COD Processing and COD Web Site – December 16, 2007
- Unavailability of SAIG Enrollment Web Site and FAA Access to CPS Online – December 16, 2007

Please review all of the information and evaluate impact to your school or organization during the periods when the affected systems and Web sites will be unavailable. Federal Student Aid appreciates your patience and understanding as we complete the required activities during the upcoming periods.

Implementation of G5 Phase I – December 12-17, 2007

In June 2007, the Department of Education (the Department) announced the development of ***G5—a state-of-the-industry electronic system for grants management and payments***. G5 will replace the current Grant Administration and Payment System (GAPS), including the e-Payments functionality used by schools to draw down Campus-Based, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Federal Pell Grant (Pell Grant), and William D. Ford Federal Direct Loan (Direct Loan) funds. G5 will provide a number of performance, processing, and customer enhancements.



As explained most recently in [a November 7, 2007 Electronic Announcement posted on the IFAP Web site](#), the Department will implement G5 in three phases over several years. Phase I of G5 will address e-Payments and provide improved drawdown functionality. ***Full implementation of Phase I is planned for December 17, 2007.***

The service outage associated with the December 17, 2007 G5 Phase 1 implementation will impact how the COD System will process financial data and when schools can obtain funds for the Federal student aid programs as follows:

- ***Wednesday, December 12, 2007 through Sunday, December 16, 2007*** – The COD System will accept ACG, National SMART Grant, Pell Grant, and Direct Loan disbursements, but Current Funding Level (CFL) changes and funding will not be processed by G5 until Monday, December 17, 2007.

All actual disbursements with a disbursement date from December 12, 2007 through December 17, 2007 were to have been received and accepted by the COD System no later than 10:00 P.M. (ET) on Tuesday, December 11, 2007, in order for them to be included in the drawdown prior to the shutdown. Disbursements submitted after this time and disbursements with a disbursement date after December 17, 2007 will be funded after G5 is implemented on December 17, 2007.

- ***7:00 P.M. (ET) on Wednesday, December 12, 2007 through 6:00 A.M. (ET) on Monday, December 17, 2007*** – Neither the GAPS [e-Payments Web site](#) nor the new [G5 Web site](#) will be available. Schools will not be able to draw down Campus-Based, ACG, National SMART Grant, Pell Grant, or Direct Loan funds during this period.

Note: The new [G5 Web site](#) will be available after 6:00 A.M. (ET) on Monday, December 17, 2007. The Department expects financial processing to be caught up by Thursday, December 20, 2007.

Unavailability of Direct Loan Electronic Master Promissory Note Web Site – December 14-17, 2007

The Direct Loan Electronic Master Promissory Note (MPN) Web site will undergo extended maintenance from 5:00 P.M. (ET) on Friday, December 14, 2007 until 8:00 A.M. (ET) on Monday, December 17, 2007.

Individuals starting the process by 4:00 P.M. (ET) on Friday, December 14, 2007 will be able to complete their MPNs before the Web site becomes unavailable. Individuals attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing MPN.

Unavailability of COD Processing and COD Web Site – December 16, 2007

The COD System will undergo routine maintenance on Sunday, December 16, 2007 from 1:30 A.M. until 9:00 A.M. (ET). In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance. The impact of these overlapping outages is as follows:



- Users will not be able to submit or retrieve data via the [COD Web site](#) between 1:30 A.M. and 9:00 A.M. (ET).
- Batches submitted by schools via the SAIG between 1:30 A.M. and 3:00 A.M. (ET) will be held and not acknowledged back to schools until after the SAIG comes back up at 11:00 A.M. (ET).
- Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

Unavailability of SAIG Enrollment Web Site and FAA Access to CPS Online – December 16, 2007

The [SAIG Enrollment Web site](#) and [FAA Access to CPS Online](#) will be unavailable on Sunday, December 16, 2007 from 7:00 A.M. until 7:00 P.M. (CT) so we can implement annual system updates. For complete information about the addition of a new 2008-2009 option for those services that are based on the academic year and other enhancements, refer to [the December 6, 2007 Electronic Announcement posted on the IFAP Web site](#).



NEW!

COD School Testing For The 2008-2009 Award Year (12/14/07)

The COD School Relations Center will conduct Common Record Manual Verification and Structured Application Testing for the 2008-2009 Award Year from January 2, 2008 through July 25, 2008. Optional Unstructured Testing will be available June 2, 2008 through September 30, 2008.

School testing provides schools, third party servicers, and software vendors an opportunity to test business processes and system software with the COD System prior to the transmission and processing of actual production data. It also allows the opportunity to make corrections or enhancements to software applications and processes prior to sending data to the “live” production environment.

All entities that wish to participate in COD School Testing must submit the “COD School Testing 2008-2009 Sign-Up Sheet” to the COD School Relations Center. The sign-up document is located in the School Testing Guide, Volume V, Section 1, of the [2008-2009 COD Technical Reference posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#) and is also available on the [COD Web site](#) under the “Click here if you are looking for more information on Common Origination and Disbursement.” link.

For additional information, refer to [the December 12, 2007 Electronic Announcement posted on the IFAP Web site](#).



NEW!

COD Holiday Schedule For December 24, 2007, December 25, 2007, December 31, 2007, And January 1, 2008 (12/14/07)

The COD School Relations Center will close at 3:00 P.M. (ET) on Monday, December 24, 2007 and Monday, December 31, 2007. In both cases, the COD School Relations Center will reopen at 8:00 A.M. (ET) on the next business day—Wednesday, December 26, 2007 and Wednesday, January 2, 2008, respectively.



The COD System will accept and process data from schools and send back responses/acknowledgments on Monday, December 24, 2007, Tuesday, December 25, 2007, and Tuesday, January 1, 2008, but schools will not be able to receive any Federal funds on those days. Requests for changes in funding levels and for funds will not be processed until Wednesday, December 26, 2007 and Wednesday, January 2, 2008, respectively.

Further information regarding Day Before Christmas Day, Christmas Day, and New Year's Day processing, funding impact, and customer service hours for COD and other Federal Student Aid/Department of Education call centers will be posted on the [Information for Financial Aid Professionals \(IFAP\) Web site](#)

NEW!

Updating School Contact Information in the COD System (12/14/07)

Federal Student Aid wants to remind all schools and third party servicers that contact information in the Common Origination and Disbursement (COD) System must be kept current. Contact information is extremely important for the COD School Relations Center. Of utmost importance are e-mail addresses and mailing addresses.

- The e-mail address for the Financial Aid Administrator is used to deliver time-sensitive materials and critical COD processing information to the school.
- For a Direct Loan school, correct mailing address information ensures that Direct Loan closeout letters are delivered timely and to the correct place.

Please ensure that all contact information is updated as needed.

Submitting Updates to School Contact Information

Depending on the type of information to be updated, a school must submit updates in one of the following two ways:

1. In accordance with 34 CFR 600.21, most changes must be reported using the [Electronic Application for Approval to Participate in Federal Student Financial Aid Programs \(E-App\)](#). This includes changes to the following information:
 - School name
 - School address (including any branches and locations)
 - Names of the President (or equivalent title), Chief Financial Officer (or equivalent title), and Financial Aid Administrator (or equivalent title)
 - Telephone numbers and e-mail addresses for the above officials

Once the E-App is processed, the [COD Web site](#) is updated within 24 hours. It may take longer if there is additional information required by the School Participation Team (formerly known as the Case Management and Oversight Division).

2. Two specific changes can **only** be made via the [COD Web site](#). These are changes to the Direct Loan Officer contact information/ mailing address and the Pell Grant Officer contact information/ mailing address. To view and/or update the current contact information for these officers, complete the following steps:
 - Log in to the [COD Web site](#).



- From the School tab, select the “Financial Aid Contact” link (located under the School Information menu). The School Financial Aid Contact Information screen displays the current information for the school.
- Update or add new contact information by clicking on the “Update” or “Add New” button in the heading for the officer to be updated.
- Complete the new information and submit the changes.

This information will be processed and updated immediately on the [COD Web site](#).

An [Electronic Announcement](#) with this same information is posted on the Information for Financial Aid Professionals (IFAP) Web site. If you have any questions about updating your school’s contact information, contact the COD School Relations Center.



NEW!

ACG and National SMART Grant Resources (12/14/07)

As a reminder, the Department of Education (the Department) has posted a number of Dear Colleague Letters and Electronic Announcements that communicate regulatory, policy, and operational information related to the implementation of the Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) programs. In addition, Federal Student Aid has updated the [2006-2007 COD Technical Reference](#), the [2007-2008 COD Technical Reference](#), and posted the [2008-2009 COD Technical Reference](#). A school should refer to the [communications posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#) and to the 2006-2007, 2007-2008, and 2008-2009 COD technical references for complete information about the ACG and National SMART Grant programs.

More specifically, the 2006-2007, 2007-2008, and 2008-2009 COD technical references cover all aspects of the operational implementation of the ACG and National SMART Grant programs. This includes information on the following key aspects of ACG and National SMART Grant processing:

- Financial Award ID and Financial Award Number (Award Sequence Number)
Volume II, Section 1 “Implementation Guide”
- Citizenship and Student Level Code
Volume II, Section 1 “Implementation Guide”
- Message Classes
Volume II, Section 2 “Message Classes”
- Common Record Layout
Volume II, Section 3 “Common Record Layout”
- Reports Generated by COD System
Volume VI, Section 8 “COD Reports”
- Eligibility/Payment Reason and Rigorous High School Program Code for ACG
Volume VI, Section 9 “Rigorous Secondary School Programs of Study, and Eligible Majors”



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- Major/Classification of Instructional Program (CIP) Code for National SMART Grant Volume VI, Section 9 “Rigorous Secondary School Programs of Study, and Eligible Majors”

If your school needs help locating information related to the operational implementation of the ACG and National SMART Grant programs, contact the COD School Relations Center.

Note for EDEExpress Users: Volume III of the 2006-2007, 2007-2008, and 2008-2009 COD technical references provides additional guidance for schools that use EDEExpress in combination with another system. If your school needs help locating information related to EDEExpress, contact CPS/SAIG Technical Support at 880/330-5947 or by e-mail at CPSSAIG@ed.gov.